**Agricultural Classroom Procedures**

The following procedures were created to help the class running smoothly and you to get the most out of this class!

**Entering the Room -** Enter the room without causing a ruckus, get your notebook, and anything else you might need around the room (pencil sharpening, tissue, etc). Once seated, check the front screen for the day’s bellwork. You can use this time to briefly speak with me or make an appointment to make up a test or get extra help.

**Classroom Supplies-** Pencils and paper are not provided please bring one to class every day. The use of markers, glue, tape, rulers, ect. require permission to go and get. They must be put away in the correct spot when finished.

**Journal/Lab Notebook** – There will be a quote/question or activity on the board that you need to answer at the beginning of class. You may also write about anything else on your mind. Everyone is to be working on their journal when the bell rings. When you sit down open to the current journal page and write about the prompt on the board. If there is no prompt write about something of your choice. If you are absent please make sure to make up your Journal entry for the day you were absent.

**When you are tardy** - When you enter the classroom after the tardy bell has rang (with or without a pass) you need to stand at the door. When I collect your pass you may get your notebook and begin work. If bellwork is no longer on the board ask your neighbor for the bellwork when it does not disturb the class.

**Cell Phones in Class** - If the red card is displayed on the board you are not allowed to have your cell phone out or in use. If the Yellow Card is displayed you may use your phone to assist you with your assignment only. If a Green Card is displayed you may use your phones for appropriate personal use in your assigned seat.

**Turning in Papers** - If there is an assignment that you need to hand in, WAIT UNTIL I ASK FOR THEM. Then I will tell you to pass the papers to the right or left. The person who is at the end will collect the papers and put them in the appropriate slot for that hour. NEVER LAY AN ASSINGMENT ON MY DESK!

**Classroom Discussions** - PLEASE participate! I want to hear what you have to say. Make all questions and comments relevant to the current discussion. If your question is off the topic, write it down and ask later.

**Moving around the room** - You must RAISE YOUR HAND and ask for permission. Do not ask during classroom discussion. NO one is to be in the hallway or the kitchen side of the classroom without permission.

**Using the Restroom** - You must RAISE YOUR HAND and ask for permission to use the restroom. DO NOT ASK DURING CLASSROOM DISCUSSION. If using the restroom you must be in your seat before the bell rings or you will be tardy! Only one student is allowed in the hall way at a time.

**Class Dismissal** - The bell does not dismiss the class, I do. DO NOT PUT YOUR NOTEBOOK UP until I dismiss the class. “People who pack first shall leave last.”

**Getting a Laptop** - You may only get out a lap top if Mrs. Smith has asked you to. Walk calmly to the cart and unplug the power cart then remove the laptop and return calmly and quietly to your seat carrying the lap top with both hands. There is NO reason to remove the power cord from the Laptop cart.

**Returning a Laptop –** When you are either finished with your assignment or when Mrs. Smith asks turn off your laptop. Walk calmly and quietly back to the cart and PLUG IN your laptop in the correct numbered spot. Then return to your seat.

**Leaving Class-**  You will not be allowed to leave class once class has started. Unless you have your pass book and you will only be allowed to leave once per quarter.